

Working with Pending Release Checks

Introduction

Counties can process their checks using one of two options. The first option is to allow checks to move from a “Pending” status to an “In Process” status without any sort of manual intervention on the county’s side. This is the standard setup. The second option, using the Release Function, sets the initial check status to “Pending Release.” At this stage, the county must manually “release” the check in order for it to continue to move to an “In Process” status. The check will remain in a “Pending Release” status until it is “Released.”

The Release Function gives the county greater control over their payment/check output. A check will not move through the different check stages until the county has indicated that it should.

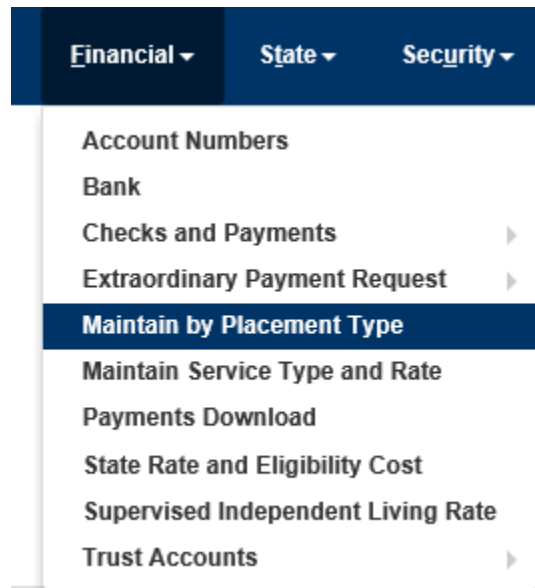
Counties have the ability to decide and set which types of checks should use the Release Function and which should not. For example, counties can choose to “release” all their checks, or they could decide to only “release” their bigger dollar checks (ie. residential care centers and group homes), or they could choose to not use the Release Function at all.

Note: If your county previously used the Episode Driven Batch process to generate your payments, then those Service Types were flagged to utilize the Release Function.

This User Guide outlines how to set up your county to use the Release Function, and how to work with Pending Release Checks.

Setting Up Service Types to Use the Release Function

1. From the desktop, go up to Financial > Maintain by Placement Type. This will open the Maintain by Placement Type page.



2. The circled radio button below is the value that controls whether or not the Release Function is required by eWiSACWIS when processing checks using the identified type of Service Types. In our example below, we are telling eWiSACWIS to require the Release Function for all of our county's "Group Home" checks.

A screenshot of the eWiSACWIS web application interface. The browser window title is 'Maintain by Placement Type - Internet Explorer'. The page has a dark blue header with the eWiSACWIS logo and navigation links (Print, Spell Check, Help). Below the header is a search bar with 'County: Milwaukee' and 'Placement Type: Group Home'. The main section is titled 'Service Information by Placement Type'. It contains a 'Created on' field (06/14/2013) and a 'By' field (Conversion, Release 4.8). A 'Copy' link is present. The 'Recurring Payments' section has three rows of radio buttons: 'Fixed Monthly Amount' (Yes/No), 'Pay in Advance' (Yes/No), and 'Require Release' (Yes/No). The 'Require Release' row is highlighted with a red border, and the 'Yes' radio button is selected. To the right of these radio buttons are two fields: 'Reporting Category' (Milwaukee County Foster Care) and 'SPC Code' (204). At the bottom right are 'Insert', 'Save', and 'Close' buttons.

3. You are also able to set this flag for a single Service Type if you wish to only require the Release of one particular Service or Provider. Select Financial > Maintain Service Type and Rate. This will open the Maintain Service Type and Rate page.

Financial ▾ **State** ▾ **Security** ▾

- Account Numbers
- Bank
- Checks and Payments ▸
- Extraordinary Payment Request ▸
- Maintain by Placement Type
- Maintain Service Type and Rate**
- Payments Download
- State Rate and Eligibility Cost
- Supervised Independent Living Rate
- Trust Accounts ▸

eWiSACWIS Maintain Service Type and Rate - Internet Explorer

Print Spell Check Help ?

Search Criteria

View Inactive ☐

County: Milwaukee ▾

Service Category: GH - Beginnings ▾ ID: (35490) Category Type: Placement

Service Type: Beginnings Group Home (GH) ▾ ID: (10021417)

Statewide Reporting Group: Beginnings Group Home (GH)

Name

Long: Beginnings Group Home (GH) Medium: Beginnings Group Home Short: Beginnings

Service Information

Service Type Status: Active ▾ Reporting Category: Milwaukee County Foster Care ▾

SW Reporting Group: Beginnings Group Home (GH) SPC Code: 204

Payment Information

☒ Payments Allowed Date Last Paid: 01/01/2016

Rate Type: By Provider ▾

Fixed Monthly Amount ☐ Yes ☒ No Updated on: By:

Pay In Advance ☐ Yes ☒ No Updated on: By:

Require Release ☐ Yes ☒ No Updated on: 06/13/2014 By: Conversion, Release 5.1

☐ Non-System-Disbursed Payment ☐ Override Management/Staffing Agency Rule

☐ Override Parent Agency Rule ☐ Exception to Admin Payment Only Rule

☐ Rate Edit Updated On: 11/17/2011 By: **Date**

Spending Limit

Type: N/A ▾ Period: Monthly ▾ Amount: \$0.00

Approval Level for Override: ▾

Save Close

Working with Checks that are in a “Pending Release” Status

1. The check status moves to either “Pending” or “Pending Release” with the Pending Checks Batch run, which is part of the Monthly or Weekly F1 run cycle. See the Batch Calendar for more information on when these runs occur month to month.
2. Access the Checks and Payments Maintenance page via Maintain > Financial > Checks and Payments Maintenance.

The screenshot shows the 'Financial' dropdown menu with the following options: Account Numbers, Bank, Checks and Payments (highlighted), Extraordinary Payment Request, Maintain by Placement Type, Maintain Service Type and Rate, Payments Download, State Rate and Eligibility Cost, Supervised Independent Living Rate, and Trust Accounts. The 'Checks and Payments' submenu is open, displaying: Check Disposition, Check Number Recording, Check Pending, Checks and Payments Maintenance (selected), Manual Check, Payment Request, Overpayment Adjustment, and Voucher Numbers. At the top of the menu are links for Reports (0) and ICPC Referrals (0).

3. To find your checks that are in a “Pending Release” status, set your Select By value to “Checks” and the Check Status to “Pending Release” within the Search Criteria and click Search.

In our example below we return three checks that are “Pending Release.”

Note: If you search Check Status by “Pending” you will not find your “Pending Release” checks.

The screenshot shows the 'Checks and Payments Maintenance' search interface. The 'Search Criteria' section includes fields for County (Milwaukee), Site/Office, Select By (Checks), Check Status (Pending Release), Payee ID, Person ID, Voucher #, Placement Type, Svc Cat, Svc Type, Payment Type, Payment Status, View Records From (06/01/2018), To (00/00/0000), and Sort By (Payee). The 'Search Results' section shows one record: Pending Release Check - Adams, Cheryl (9221382) - \$160.00. The 'Options' section at the bottom has a dropdown menu and a 'Go' button. The page is titled 'eWiSACWIS' and includes a 'Print' button and a 'Spell Check' link.

- Evaluate whether or not the “Pending” check and all of the payments contained within are ready to be “released.” Again, once a check is “Released” it is eligible to be picked up by the next check batch and moved to “In Process.”

From the Checks and Payments Maintenance page you can select one or multiple “Pending Release” Checks and set them to be “released.” In our example below, we are marking the first and the third checks to be “released” by checking the checkbox next to each check we wish to release and then from the Options drop-down choosing the value of “Release Selected Checks” and clicking Go.

Checks and Payments Maintenance - Internet Explorer

eWiSACWIS Print Spell Check Help ?

Search Criteria

County: Milwaukee Site/Office: Select By: Checks

Check Status: Pending Release Payee ID: Person ID: Voucher #:

Placement Type: Svc Cat: Svc Type:

Payment Type: Payment Status:

View Records From: 01/01/2019 To: 00/00/0000 Sort By: Payee

Record 1 to 2 of 2 Clear Fields Search

Search Results

☐ Select All

☒ Pending Release Check - Adams, Cheryl (9221382) - \$160.00

Options: Go Close

- Cancel Selected Checks
- Cancel-Reschedule Selected Checks
- Export Results
- Release Selected Checks
- Set Selected Checks to Pending Release

- You can also mark the check as “Released” from the Review Pending Checks page (which is accessed by clicking on the check link from the outliner, or from within the Checks and Payments Maintenance page).

Review Pending Checks -- Webpage Dialog

eWiSACWIS Print Spell Check Help

Check Information

Provider Name: Adams [Search](#) First Name: Cheryl Disposition: Pending Release
 Check Status: **OK** Reschedule Date: 00/00/0000 Check Amount: \$160.00
 County: **Released**

Payment Lines

Case Participant	Service Type	Payment Begin Date	Payment End Date	Basic Costs	Supplemental Costs	Exc Cos
Zoo, Bee	One Time TFC Placement Payment	01/15/2006	01/31/2006	\$15.00	\$0.00	\$0.00
Zoo, Bee	One Time TFC Placement Payment	02/25/2006	02/28/2006	\$105.00	\$0.00	\$0.00
Zoo, Bee	One Time TFC Placement Payment	05/01/2006	05/31/2006	\$40.00	\$0.00	\$0.00

Payment Adjustment Lines

Case Participant	Service Type	Payment Begin Date	Payment End Date	Total	Adjustment Status
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[Save](#) [Close](#)

- To find the checks that have been “Released,” set your Select By value to “Checks” and the Check Status to “Released” on the Checks and Payments Maintenance page and click Search.

Note: If a check was erroneously “Released” and the check is in a “Released” stage, then select that check and from the Options drop-down choose “Set Selected Checks to Pending Release” and click Go. This will move the selected check’s status back to “Pending Release” effectively protecting the check from moving forward in the Check Processing stages.

Checks and Payments Maintenance - Internet Explorer

eWiSACWIS Print Spell Check Help ?

Search Criteria

County: Milwaukee Site/Office: Select By: Checks

Check Status: Pending Release Payee ID: Person ID: Voucher #:

Placement Type: Svc Cat: Svc Type:

Payment Type: Payment Status:

View Records From: 01/01/2019 To: 00/00/0000 Sort By: Payee

Record 1 to 2 of 2 Clear Fields Search

Search Results

☐ Select All

☒ Pending Release Check - Adams, Cheryl (9221382) - \$160.00

Options: Cancel Selected Checks Cancel-Reschedule Selected Checks Export Results Release Selected Checks Set Selected Checks to Pending Release

Go Close

100%